CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1851   **TITLE:** INTERNET/INTRANET ARCHITECT I   **GRADE:** S-24

DEFINITION:
Under general supervision, performs basic internet/intranet support functions such as web page design, content development, and site updating; performs some software installation and general setup functions; assists users with web site design and development; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is entry level internet/intranet support work. It is distinguished from the Internet/Intranet Architect II whose duties also include assisting in the administration of user accounts, server platforms, and software upgrades as well as work flow management.

ILLUSTRATIVE DUTIES:
Provides basic operational, technical, and administrative support to the County internet and intranet activities to include web site application and page development, server support, administration and configuration;
Assists in installing, configuring, supporting, and maintaining web and applications servers;
Assists in analyzing, designing, developing and supporting web-based applications for both intranet and intranet environments, including needs assessments, programming, testing/acceptance, training, security, performance, and ongoing support;
Develops internet/intranet pages, sites, and applications using software applications such as Adobe, Acrobat, Active Server Pages (ASP), etc.;
Provides assistance to departments and agencies for analysis and development of their own web-based applications and provides training as required;
Analyzes, designs, develops, and supports page and site design for internet and intranet environments following established standards in HTML and web site using internet development tools;
Maintains web pages and sites, including periodic updates to content and appearance as necessary;
Develops and maintains a working knowledge of internet/intranet software applications;
Assists in administering internet and intranet sites including security, user access, configuration, structure, and performance monitoring;
Obtains and maintains reports access and performance statistics using site analysis tools;
Assists county departments/agencies in developing plans for the use of the internet/intranet;
Develops and maintains relationships with other organizations that have internet web sites;
Applies DIT's lifecycle development methodology;
Applies approved standards to web-based content and applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Some knowledge of programming language such as VB Script, HTML, Java, Javascript;

Some knowledge of current software such as Windows NT, Microsoft internet products, ASP, web browsers, and graphic imaging tools;
Some knowledge of TCP/IP and network routing protocols;
Ability to design and develop web pages;
Ability to develop and implement new and innovative methods, techniques, and procedures related to internet/intranet;
Ability to write comprehensible user system documentation;
Ability to communicate with users and translate technical matters into understandable terms;
Ability to assist users in solving operational problems related to internet/intranet;
Ability to train and provide support to internet/intranet users.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Completion of an associate's degree with coursework in computer science or graphic arts;
PLUS internet/intranet experience that is demonstrated by the completion of at least one project using platforms and technologies listed in the preferred qualifications section of the job announcement, or one year of ongoing internet/intranet development or support tasks. An industry recognized certification can be substituted for some of the experience that is required.

CERTIFICATES AND LICENSES REQUIRED:
None.

REVISED: April 25, 2001
ESTABLISHED: May 24, 1999